

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

TITLE: **OFFICE CHIEF, PROJECT MANAGEMENT APPLICATION SYSTEMS**

SALARY: **\$7848 - \$8657**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **JANUARY 30, 2007**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Assistant Division Chief, Division of Project Management, a Supervising Transportation Engineer, the Office Chief has statewide responsibility for development, monitoring and maintenance of data systems used to manage the Capital Outlay Project portfolio. License requirements for this position are those that are required for the classification. Responsibilities include, but are not limited to:

- Responsible for the development and maintenance of the Capital Project Delivery Data Systems (eXpert Project Manager, Project Management Control System, Earned Value Reporting System, Project Management Data Warehouse). Ensures the health and functionality of the systems. Works with the Office of Program Delivery and Workload to maintain delivery plans for the District and the entire Capital Outlay Program. Provides data to others relative to projects in the Delivery Plan. Maintains existing data systems and works with other offices within the division and Division of Programming, Division of Accounting on development of new systems. Leads, monitors and evaluates district efforts to update project databases. Identifies training needs and collaborates on the development and delivery of training.
- Develops and maintains Internet and Intranet sites to provide project information for internal and external use.

- Coordinates activities between headquarters, district and engineering service center Project Management Support Units (PMSU). In collaboration with the Project Management Board, provide leadership on the roles and responsibilities of the PMSU.
- Develops standard reports, ad hoc reports, data quality and error reports for use by district and headquarters' personnel.
- Coordinates with information technology and negotiates services level agreements.
- Responsible for researching, developing, recommending and implementing improvements to current project delivery policies, business practices, memorandum, manuals and other guidance documents.
- Represents project management on business process improvement teams.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of transportation engineering experience as a senior level engineer in the California state service.

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in California State service.

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; the Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; contribute to the Department's safety, health, equal employment opportunity and labor relations objectives effectively.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience and background, equivalent in responsibility to a senior level engineer, in project management and knowledge of project management principles and procedures.

- Demonstrated knowledge of organization and policy issues facing Caltrans and the current responses to such issues.
- Demonstrated ability to organize and manage a workgroup.
- Demonstrated ability to develop and implement effective recommendations and plans of action to resolve problems.
- Demonstrated ability to prepare effective reports and written correspondence for use within the Departments and with external agencies.
- Demonstrated knowledge of existing Project Management data systems and ability to gather and analyze data, take corrective action, perform special projects and address policy issues with program impacts.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **January 30, 2007**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Attn: Stefanie Acton  
1120 N Street Room 2129  
Sacramento, CA 95814**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

### **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*